

ADMINISTRATIVE - INTERNAL USE ONLY

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LOGISTICS INSTRUCTION
NO. 45-8

LI 45-8
LOGISTICS

Revised June 1975

SUBJECT: Printing and Photographic Services

RESCISSION: ~~LI 45-8~~ dtd April 1971

REFERENCES: Printing and Reproduction
LI 70-2 Forms Management Program

OK in Draft 1st Proof Exo 2 June 75

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1. PURPOSE

This Instruction sets forth the procedures to be followed by Office of Logistics (OL) components for obtaining printing and photographic services, including graphics and visual aids support, and the printing of forms for stock replenishment.

2. POLICY

he Printing & Photography Division (~~OL/PPD~~)^(V) has the responsibility to perform or to approve ~~for~~ procurement ^{of} all ~~printing~~ printing and photographic requirements. ~~OL/PSD~~ will route requirements to the most suitable in-house producing plant, to the Government Printing Office (GPO), to a commercial facility (certain photographic requirements) or to Procurement Division (~~OL/PPD~~)^(V) for commercial procurement, as each case may warrant.

AND PHOTOGRAPHIC

3. SUBMISSION OF REQUESTS FOR PRINTING SERVICES

- a. All requests for printing or photographic services will be addressed to the central receiving point, ^{dash--} Production Manager, ^{OK} PSD, Room 154 ^{P+PD} Printing & Photography Building. Exceptions to this may be authorized only by the Chief, PSD/OL, or by the Production Manager.
- b. a Form 70, Printing Services Requisition, will be used for requesting any work that will be performed ^(higher) in-house by OL/PSD (or for work that OL/PSD may send to a commercial concern, such as certain color photographic requirements). Requests for stock replenishment of forms that will be performed

by GPO or that require commercial printing *require a*
Approved For Release 2003/01/24 : CIA-RDP78-05054A000100100063-8 *not use Form 70.*

See paragraph 4 below. While requisitioning offices are encouraged to indicate the desired reproduction process on the requisition, OL/PSD has the final responsibility for selection of process, format, and the facility where the work will be done. A change in format *will* be cleared with the requesting office, however.

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- c. Queries regarding graphics or visual aids requirements ^qmy be directed to the Chief, Graphic and Visual Aids Staff, PSD, GD-79 Headquarters Building, extension .
- d. The Executive Officer, OL, shall designate personnel to sign *Form 70's* ~~Printing Services~~ Requisitions and furnish the Chief, PSD/OL, with any changes to the list. Code numbers are assigned to identify OL requisitioning offices. Chiefs of OL ~~Staffs and Divisions~~ shall assign one individual who will be responsible for maintaining centralized control of job numbers for each code number. These codes are as follows:

820 Office of the Director (including Executive Office and Procurement Management Staff)

821 Plans and Programs Staff

822 Procurement Division

823 Real Estate and Construction Division

825 Supply Division

826 Supply Division, Supply Management Branch (for stock items)

827 Personnel and Training Staff

828 Printing & *Photography* Division

829 Security Staff

830 Logistics Services Division

- e. Requisition job numbers will consist of the code number; a secondary number, to be assigned consecutively beginning with "1" at the start of each fiscal year; and the fiscal year number. For example; The first Office of the

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Director requisition number for fiscal year would be "820-1-75."

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4. PRINTING OF FORMS

a. Printing of Office of Logistics Forms

Requests for new, revised, or reprint orders for forms or form letters^{OL}

which are of primary interest to, initiated by, or for sole consumption of OL will be submitted in accordance with the procedures contained in referent LI 70-2.

b. Printing of Forms for Stock Replenishment

(1) Prior to submitting a requisition for stock replenishment of a form, Supply Division (~~OL~~/SD) will prepare Form 30a (Form Stock Replenishment Notice, Coordination and Approval Record) summarizing the current stock status of the form, recommending quantity to acquire for stock replenishment, and stating the last procurement source.

(a) ← For routine replenishment, Form 30a is sent to OL/PED for determination of source via ^{the} Records Administration Branch, ^(RA B) Information ^{Systems} Analysis Staff, DDA, ^{which office} who, in coordination with the office of primary interest for that particular form, will review the request for replenishment, possibly adjust quantity, and attach a sample and any necessary specifications for printing. OL/PED will advise procurement source and return Form 30a to OL/SD.

(b) ← If time is of the essence, the determination of source by OL/PED can be requested by telephone. In this case, this fact should be noted on ^{Form} 30a before it is sent to ^{RA B} Records Administration Branch so that the

- (2) If OL/RPD determines that printing is to be accomplished in-house, OL/SD will submit Form 70 to OL/RPD. When in the judgment of OL/RPD that paper and/or card stock should be provided by OL/SD, *it should prepare a Form 88: (requisition) indicating direct delivery to OL/RPD and* citing Financial Account Number (FAN) 1060 Property Requisitioning Authority (PRA).
- (3) If OL/RPD determines that printing is to be accomplished by GPO, OL/SD will submit Form 1245 (Stock Replenishment) to OL/RPD *which* who will in turn prepare Standard Form 1 requesting the work be accomplished and forward it to GPO.
- (4) If OL/RPD determines that the form is to be printed commercially, OL/SD will submit Form 1245 to OL/SD for procurement action. (Note: Before Government printing can be performed by a commercial concern, *a* ⁴⁵ waiver must be obtained from GPO as prescribed by U.S. Code ~~45-501~~, Government Printing *and* Binding Regulations. At the beginning of each fiscal year, OL/RPD obtains advance waivers ^{specialty} for forms which might require commercial printing.)
- (5) All requests for stock forms must be assigned a Document Control Number (DCN) and a Logistics Control Number (LCN) by OL/SD for control purposes and to establish a due-in in the automated Inventory Control System. (Note: *The* LCN *eventually will* be replaced by a PIN, Procurement Instrument Number, and will be assigned

by OL/PD.) This is in addition to the job number assigned to ~~Printing Service Requisitions~~, Form 70¹, and subparagraphs 3d^e above, if that form is used.

c. Procurement of Preprinted Forms from Government Sources

For stock replenishment of U.S. Government standard forms, OL/SD will submit Form 30^a to Records Administration Branch ^{RAB} for approval as in ^{the} paragraph 4b(1) above. OL/SD will obtain forms stocked by General Services Administration (GSA) and Department of Defense forms through ^{the} Interdepartmental Support Branch, SD/OL. (The Small Purchases Branch at may obtain small quantities of forms available in GSA stock stores.) Other Government forms, such as Departments of Commerce and Labor forms will be obtained by OL/PD. OL/RPD will not be involved in the procurement of these Government forms.

d. Printing of Forms For Customer Requisitions Processed Through OL/SD

Customer requisitions for a form not available from stock must be coordinated ^{with} and concurred ⁱⁿ with by Records Administration Branch prior to submission to OL/SD. ~~Records Administration Branch~~ ^{RAB} will obtain the source determination from OL/RPD, attach a copy of the form and any necessary printing specifications, and forward the requisition to OL/SD. If a requisition is received without the above concurrence indicated on the OL/SD will ^{RAB} contact ~~Records Administration Branch~~ before processing it.

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- e. Receiving Forms []
- OL/SD will assure that [] receives a copy of every procurement request that will result in a receipt at the [] Before any form is officially received and picked up in stock or transshipped, it must be approved by the office of primary interest and ~~Records~~ ^{Administration Branch} ~~Administration Branch~~. ^{PAB} OL/PSD and OL/PD will attempt to have ^{production-line} samples sent to the above offices before the product is shipped from the printing plant. If this is not done, [] must forward ^{to those offices} samples and await approval before ^{report} receiving is made. STAT

MICHAEL J. MALANICK
Director of Logistics

CONCURRENCE: Paragraph 4

~~Chief, Information Analysis Staff, DDA~~
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